



American Embassy, Manama ✧ Human Resources Office

## **JOB VACANCY ANNOUNCEMENT PROPERTY MANAGEMENT SUPERVISOR**

**Announcement Number: 15-23**

**OPEN TO:** *All Interested Candidates/All Sources*

**POSITION:** **PROPERTY MANAGEMENT SUPERVISOR**

**OPENING DATE:** Sunday, December 13, 2015

**CLOSING DATE:** Sunday, December 27, 2015

**WORK HOURS:** Full-time

**SALARY:** *Based on a full-time, 40-hour work week*

– FOR persons Ordinarily Resident (OR\*) in Bahrain: BD 15,126 per year (BD1,260.5/month) starting salary, including allowances (position grade FSN-08).

- FOR Appointment Eligible Family Members (AEFMs\*): \$45,487 (position grade FP-06).

*\*Final grade/step will be determined by Washington.*

- FOR Not Ordinarily Resident (NOR\*) in Bahrain: \$39,166 (position grade FP-06).

**NOTE:** **ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions\* below) MUST BE IN POSSESSION OF BAHRAINI GOVERNMENT WORK AND/OR RESIDENCY PERMITS AT THE TIME OF APPLICATION TO BE ELIGIBLE FOR CONSIDERATION.**

**BENEFITS FOR  
(OR) EMPLOYEES:**

Excellent working conditions; 5-day workweek; annual pay for performance increase; education allowance will be provided as applicable; premier worldwide medical insurance coverage for employee and family as applicable; annual leave; American and Bahraini holidays; optional retirement plan; ample opportunity for on-line/classroom training and professional development; sponsorship for employee and immediate family upon employment.

The American Embassy in Manama is seeking eligible and qualified candidate for employment as the Property Management Supervisor at the Embassy's General Services Office.

ONLY candidates who meet ALL the eligibility criteria listed on this vacancy announcement will be contacted.

### **BASIC FUNCTION OF THE POSITION**

Serves as the Property Management Supervisor. The incumbent is responsible for property management, receipt and delivery, supply and warehousing operations. This position reports to the General Services Officer.

### **QUALIFICATIONS REQUIRED**

**Note: Items 1-5 are ALL REQUIRED. All applicants must address each required qualification level below with specific and comprehensive information supporting each item as well as provide the necessary documentation (such as copy of high school diploma, degree or driver's license).**

**1. Education:** A University degree is required.

**2. Experience:** Minimum five years of experience in inventory management, warehousing, or logistics including two years hands-on experience in computerized inventory accounting and reconciliation systems is required. Minimum two years' experience in a supervisory/managerial role is required.

**3. Language:** Level 4 English both written and spoken is required (this will be tested).

**4. Knowledge:** Knowledge of basic business and management principles, resource allocation, leadership techniques, coordination of people and resources is required. Knowledge of principles and processes for providing customer and personal services is required. Substantial knowledge of all subordinate positions in order to train new employees is required.

**5. Abilities & Skills:** Must have a valid Bahraini Driver's license. Ability to work effectively with all sections of the Embassy and within the business community is required. Strong computer skills, including MS Office Suite is required. Ability to solve problems independently and accurately interpret regulation(s) is required. Time management skills to prioritize, organize and accomplish workload are required. Ability to plan, and supervise the proper use of resources. Strong oral and written communication skills are required.

### **FOR FURTHER INFORMATION**

The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at 1724 2700 extension 2937.

### **SELECTION PROCESS**

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

### **HIRING PREFERENCE ORDER**

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

### **ADDITIONAL SELECTION CRITERIA**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current Ordinarily Resident employees serving a probationary period are not eligible to apply. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current Not Ordinary Resident employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. Must be able to pass a pre-employment medical examination, and must be able to obtain and maintain the appropriate security certification.
- 5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.**

## **TO APPLY**

Interested applicants for this position must submit the following to be considered:

1. **Documentation (e.g., secondary school diploma, certificates, driver's license, copies of degrees earned) that addresses the qualification requirements of the position as listed above;**
2. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or Current resume or curriculum vitae that provides the same information found on the UAE (Appendix A); or Combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet.
3. (If applicable). List any family members who are currently employed at the Embassy. Any omission in this area, either intentional or accidental, may be grounds for dismissal.
4. (If applicable). Applicants who claim EFM or MOH\* status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality and name and employing section/agency of their sponsoring family member.
5. Application must be received by the closing date specified on the announcement. Applications received after this date will **not** be considered.
6. Applications are **only** accepted in English. Certifications written in other languages need to be translated in English for consideration.

**IMPORTANT:** Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process.

## **SUBMIT APPLICATION TO**

- E-mail: [ManamaHRO@state.gov](mailto:ManamaHRO@state.gov) (subject line: "VA 15-23")
- **Postal Address:** Human Resources Office  
Attention: Vacancy Announcement # **15-23**  
U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

## **EQUAL EMPLOYMENT OPPORTUNITY**

**The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

## **\* DEFINITIONS**

**Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under Chief of Mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets all of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets all of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR):** An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR):** An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

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Cleared: HRO: GVonSchleh; FMO: KPerkins; GSO: JBeck

## APPENDIX A

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE, (DS-174).

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special OR Reasonable Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References
- T. Residence Permit